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JOB DESCRIPTION

Position title: Logistics Assistant, Jengi TNS Programme
Reports to: Programme Administrative and Accounting Officer -Jengi TNS, Admin, Travel & Security Officer (dotted line)
Supervise: N/A
Grade: A2
Location: Mambélé
Date: June 2017

I. Major function:

Under the direct supervision of the Programme Administrative and Accounting Officer (PAAO), the incumbent will act as backup for Programme's logistics aspects, and provide general logistics support to the Programme.

II. Major Duties and Responsibilities:

- Facilitate staff travel by preparing travel documents timely based on approved schedules;
- Facilitate travel bookings through liaison with travel agencies as required.;
- Facilitate hotel reservations for WWF staffs and consultants as required by supervisors;
- Facilitate purchases and ensure we get the best offers both quality and price from trusted suppliers
- Assists the PAAO with administrative tasks, fuel consumption analysis, review of stock cards for consumables, review of replenishment report of fuel and consumables as assigned;
- Provides support in organizing logistics for meetings;
- Regular update on asset inventory (end Dec / end June);
- Liaise with Park's Administrative and Finance Unit to regularly update assets and materials donated to the Park
- Assist in ensuring secure and safe working environment (offices and facilities);
- Assist in ensuring provision of services, like water, etc (this includes monitoring of generator 'running hours as well as fuel consumption, lubricants, and other maintenance, etc);
- Assist in ensuring vehicles are managed according to WWF standards (Vehicle management procedures);
- Assist in purchase, reception, dispatch, storage and all administrative related aspects;
- Perform other duties as required.

III. Profile :

Required qualifications

- First degree in Administration, Management, Logistics & Transport; Finance or related field and/or professional certificate is required.
- At least one year of progressively professional experience in Administration/Logistics preferably in an international NGO.

Required Skills and Competencies

- Proficiency on travel and hotel reservations
- Excellent organizational and prioritization competence, with attention to detail.
- Proactive attitude and ability to take initiative and work independently,

- Excellent team player with good networking and interpersonal skills.
- Results oriented, delivers quality service and in a timely manner.
- Trustworthy: establishes a relation of trust with employees through openness, adherence to commitments and maintain confidentiality.
- Strong oral and written communication
- Adheres to WWF's values, knowledgeable, optimistic, determined and engaging.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____

Date: _____

Accepted by Departmental Head: _____

Date: _____

Accepted by the Employee : _____

Date: _____